Los Angeles County
Location Management System

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Section 1: Introduction

The County of Los Angeles GIS Program is developing a single, comprehensive geographic database of locations countywide. The scope of this information is broad, including locations of services, points of interest, physical features, to name a few.

In order to provide the most authoritative source of locations, the goal of this initiative is that maintenance of the information will be done by the jurisdiction (city, department, agency) that provides the service.

A web-based Location Management System (http://egis3.lacounty.gov/lms) will provide a single place to maintain this information. An instruction manual for this application is part of this document.

A standard set of information about each location will be maintained and accessed by agencies and the public through all of the applications and maps that the County develops. Examples include:

- The County's service locator (http://maps.lacounty.gov);
- The County's GIS Viewer (http://egis2.lacounty.gov/gisviewer).

Agencies will also be able to access the data directly through geographic tools, other related Geographic Information Systems (GIS) software, and data downloads.

Information collected

The standard information collected for each service location will include:

1. Location Name
2. Type of service(s) offered at the location (e.g. the service categories).
3. Description of the location, including programs and services offered at the location.
4. Geo-location (x, y coordinates) for showing services on maps.
5. Name of the agency/jurisdiction that provides services at the location.
6. Location Address.
7. Contact Phone number(s).
8. Service Hours.
9. Email contact information.
10. Web site URL.
11. Additional Information as applicable
12. The External Identification number if the location came from another system
13. The Source of the Information

Ownership

Each service location will be maintained by the relevant agency/city (the "owner"). The owner of a service location will have a unique login, and will only be able to make changes to service locations for which they are responsible. Other agencies can suggest changes or make comments about the

information shown on a service location, and these will be emailed to the owners to make changes as necessary.

If an owner cannot be determined, the County will maintain the service location with existing resources until an owner can be determined.

The County will maintain the list of categories and sub-categories. If additional categories are needed, the County will add them.

Maintenance

The County has configured an off-the shelf web-based application that will make updating service information easy. This system is accessible from any web browser and will not require specialized software. The County will oversee the system, and ensure that the application and database will be available to service location owners.

The web-based software includes the following capabilities:

1. Web-based maintenance tools.
2. Access control which limits the ability to update a service location to authorized users.
3. E-mail subscription to updates and additions.
4. Maintenance via mobile devices (updating via iPhone or Droid apps).
5. Public comment capabilities (only if approved through the County moderator) which send emails to data owners of update requests.
6. Automatic RSS feed for syndication into other websites.
7. Flexible search capabilities.

Current Categories

The current list of categories and sub-categories are listed below. This list will be updated as necessary.

CAT1	CAT2	CAT3	Count	FOUO
Arts & Recreation	Beaches & Marinas		79	N
Arts & Recreation	Campgrounds		282	N
Arts & Recreation	Country Clubs		35	N
Arts & Recreation	Cruise Line Terminals		3	N
Arts & Recreation	Cultural & Performing Arts Centers		24	N
Arts & Recreation	Golf Courses		78	N
Arts & Recreation	Museums & Aquariums		43	N
Arts & Recreation	Natural Areas & Wildlife Sanctuaries	Ranger Stations	51	N
Arts & Recreation	Natural Areas & Wildlife Sanctuaries		25	N
Arts & Recreation	Picnic Areas		40	N
Arts & Recreation	Pools		70	N
Arts & Recreation	Ranches		123	N
Arts & Recreation	Recreation Centers		262	N
Arts & Recreation	Recreation Clubs		39	N
Arts & Recreation	Recreation Programs		207	N
Arts & Recreation	Regional Parks & Gardens		1,210	N
Arts & Recreation	Ski Areas		9	N
Arts & Recreation	Sports Venues	Horse Race Track	2	N
Arts & Recreation	Sports Venues	IRL	1	N
Arts & Recreation	Sports Venues	MLB	1	N
Arts & Recreation	Sports Venues	MLS	1	N
Arts & Recreation	Sports Venues	NBA	1	N
Arts & Recreation	Sports Venues	NCAA Division 1 Basketbal	6	N
Arts & Recreation	Sports Venues	NCAA Division 1 bowl game	1	N
Arts & Recreation	Sports Venues	NCAA Division 1-A Footbal	2	N
Arts & Recreation	Sports Venues	NHL	1	N
Arts & Recreation	Sports Venues	Raceways	5	N
Arts & Recreation	Sports Venues	WNBA	1	N
Arts & Recreation	Sports Venues		1	N
Arts & Recreation	Tourist Assistance		2	N
Arts & Recreation	Trails		58	N
Arts & Recreation	Wineries		1	N
Communications	AM Antennas		31	N
Communications	Antenna Structure Registration		733	N
Communications	BRS & EBS Transmitters		17	N
Communications	Cellular Towers		42	N
Communications	Digital TV		23	N
Communications	FM Antennas		102	N
Communications	Internet Exchange Points		11	N
Communications	Internet Service Providers		32	N
Communications	IT Portal Locations		7	N
Communications	Land Mobile Broadcast		204	N
Communications	Land Mobile Commercial Towers		1,916	N

Communications	Land Mobile Private		9,594	N
Communications	Microwave Towers		5,249	N
Communications	NTSC TV		21	N
Communications	Paging Towers		186	N
Communications	Towers		100	N
Community Groups	Churches		2,378	N
Community Groups	Community Organizations		205	N
Community Groups	Volunteer Opportunities		296	N
Education	Adult Education		218	N
Education	Colleges & Universities		215	N
Education	Early Childhoold Education & Head Start		657	N
Education	Guidance and Tutoring Programs		97	N
Education	Private and Charter Schools		1,151	N
Education	Public Elementary Schools		1,208	N
Education	Public High Schools		171	N
Education	Public Middle School		286	N
Education	School Districts		92	N
Education	Special Curriculum Schools and Programs	Flight Schools	8	Y
Education	Special Curriculum Schools and Programs		78	N
Environment	EPA Facility Registration System (FRS)		3,217	N
Environment	EPA Superfund Sites		16	N
Environment	Historic Earthquakes		102	N
Environment	Tsunami Tide Gauges		2	N
Government	Chambers of Commerce		108	N
Government	City Halls		92	N
Government	Consulate Offices		74	N
Government	County Offices		28	N
Government	Government Offices	Office of Field Operations (OFO) Facilities	7	Y
Government	Government Offices	Office of Field Operations (OFO) Port Facilities	9	Y
Government	Government Offices		146	N
Government	Medicare/Medicaid Offices		30	N
Government	Military Facilities	AF Active	3	Y
Government	Military Facilities	AF Reserve	1	Y
Government	Military Facilities	Air National Guard Combined Support Maintenance Sh	1	Y
Government	Military Facilities	Air National Guard Field Maintenance Shop	5	Y
Government	Military Facilities	Air National Guard Maintenance Shop	2	Y
Government	Military Facilities	Air National Guard Readiness Centers & Armories	20	Y
Government	Military Facilities	Army National Guard Sites	1	Y
Government	Military Facilities	Army Recruiting Centers	41	Y

Government	Military Facilities	Navy Active	2	Y
Government	Military Facilities	Navy Reserve	2	Y
Government	Military Facilities	US Army Reserves Locations	6	Y
Government	Military Facilities	US Coast Guard Units	17	Y
Government	Passports		135	N
Government	Representative Offices		162	N
Government	Social Security Administration		34	N
Health & Mental Health	Dental Care		77	N
Health & Mental Health	Health Centers		125	N
Health & Mental Health	Health Clinics		238	N
Health & Mental Health	Health Education & Counseling		270	N
Health & Mental Health	Health Screening and Testing		313	N
Health & Mental Health	Hospitals & Medical Centers		357	N
Health & Mental Health	Immunization		113	N
Health & Mental Health	Mental Health Centers	DMH	76	N
Health & Mental Health	Mental Health Centers	FFS	22	N
Health & Mental Health	Mental Health Centers	NGA	389	N
Health & Mental Health	Mental Health Centers		68	N
Health & Mental Health	Mental Health Counseling		283	N
Health & Mental Health	Mental Health Programs		54	N
Health & Mental Health	Public Health Programs		170	N
Health & Mental Health	Safe Havens		424	N
Health & Mental Health	Substance Abuse Programs		416	N
Municipal Services	Animals & Pets		54	N
Municipal Services	Building Inspections		107	N
Municipal Services	Cemeteries		78	N
Municipal Services	Community Services		144	N
Municipal Services	Consumer Services		85	N
Municipal Services	Economic Development		100	N
Municipal Services	Environmental Programs		56	N
Municipal Services	Farmers Markets		71	N
Municipal Services	Health & Housing Inspections		17	N
Municipal Services	Libraries		258	N

Municipal Services	Licenses & Permits		215	N
Municipal Services	Planning & Zoning		104	N
Municipal Services	Property & Tax		30	N
Municipal Services	Public Internet Access		190	N
Municipal Services	Public Records		31	N
Municipal Services	Rubbish Disposal		71	N
Municipal Services	Street Maintenance		85	N
Municipal Services	Utilities (Water & Electiricty)		22	N
Municipal Services	Water		12	N
Physical Features	Electrical Sub-Stations		9	N
Physical Features	Flats		48	N
Physical Features	Named Locations	Bench	1	N
Physical Features	Named Locations	Bend	2	N
Physical Features	Named Locations	Cape	48	N
Physical Features	Named Locations	Cliff	2	N
Physical Features	Named Locations	Flat	48	N
Physical Features	Named Locations	Gap	44	N
Physical Features	Named Locations	Isthmus	1	N
Physical Features	Named Locations	Pillar	3	N
Physical Features	Named Locations	Plain	1	N
Physical Features	Named Locations	Range	15	N
Physical Features	Named Locations	Ridge	29	N
Physical Features	Named Locations	Rocks	32	N
Physical Features	Named Locations	Summit	166	N
Physical Features	Named Locations	Swamp	1	N
Physical Features	Named Locations	Valley	688	N
Physical Features	Named Locations	Woods	1	N
Physical Features	Power Plants	SubStations	4	Y
Physical Features	Power Plants		4	N
Physical Features	Water	Bays	5	N
Physical Features	Water	Canals	42	N
Physical Features	Water	Dams	126	N
Physical Features	Water	Debris Basins	26	N
Physical Features	Water	Lakes	23	N
Physical Features	Water	Lighthouses	6	N
Physical Features	Water	Pumping Stations	7	N
Physical Features	Water	Reservoirs	86	N
Physical Features	Water	Springs	66	N
Physical Features	Water	Streams	151	N
Physical Features	Water	Waterfalls	2	N
Physical Features	Water		15	N
Postal	DHL Locations	DHL Staffed Facility	6	N
Postal	DHL Locations	Drop Box	322	N
Postal	DHL Locations	Drop Off Facility	1	N
Postal	DHL Locations		142	N
Postal	Federal Express Locations	Authorized Ship Center	396	N
Postal	Federal Express Locations	Fed Ex Staffed	83	N
Postal	Federal Express Locations	Self-Service	1,142	N

Postal	Post Offices		225	N
Postal	Private Non Retail Shipping Locations		41	N
Postal	UPS Locations		1,061	N
Postal	USPS Administrative Offices		2	Y
Postal	USPS Bulk Mail Centers		9	Y
Postal	USPS Mail Collection Boxes	BUSINESS	3,186	Y
Postal	USPS Mail Collection Boxes	CONTRACT STATION	10	Y
Postal	USPS Mail Collection Boxes	CUSTOMER DOCK	6	Y
Postal	USPS Mail Collection Boxes	CUSTOMER LOBBY	29	Y
Postal	USPS Mail Collection Boxes	GOVERMENT BUILDING	4	Y
Postal	USPS Mail Collection Boxes	MAIL ROOM	16	Y
Postal	USPS Mail Collection Boxes	OTHER	73	Y
Postal	USPS Mail Collection Boxes	POST OFFICE LOBBY	323	Y
Postal	USPS Mail Collection Boxes	POST OFFICE OUTSIDE	658	Y
Postal	USPS Mail Collection Boxes	RESIDENTIAL	1,653	Y
Private Industry	Agriculture and Food	Agriculture and Mineral Operations	7	N
Private Industry	Agriculture and Food	Food Processing	229	N
Private Industry	Agriculture and Food	Game Propagation	4	N
Private Industry	Agriculture and Food	Public Refrigerated Warehouses	36	N
Private Industry	Banking and Finance	Bank Main Offices	87	N
Private Industry	Banking and Finance	Brokerages	191	N
Private Industry	Banking and Finance	Bullion Repositories	2	N
Private Industry	Banking and Finance	Credit Unions	298	N
Private Industry	Banking and Finance	FDIC Insured Banks	1,789	N
Private Industry	Banking and Finance	Federal Reserve Branches	1	N
Private Industry	Banking and Finance	Financial Processing Center	6	N
Private Industry	Banking and Finance	Insurance	56	N
Private Industry	Business Centers		9	N
Private Industry	Corporate Headquarters		15	N
Private Industry	Manufacturing	Construction Minerals	4	N
Private Industry	Manufacturing	Crushed Stone Operations	4	N
Private Industry	Manufacturing	Sand & Gravel Operations	14	N
Private Industry	Mines		33	N
Private Industry	Oilfieds		13	N
Private Industry	Shopping Centers		318	N
Private Industry	TV & Movie Studios		15	N
Public Safety	Courthouses		99	N
Public Safety	Crime Prevention and Support		99	N
Public Safety	Crime Reporting and Investigation	Fusion Centers	1	Y
Public Safety	Crime Reporting and Investigation		53	N
Public Safety	District Attorney		47	N
Public Safety	Emergency & Disaster Offices	National Shelter System	903	y
Public Safety	Emergency & Disaster Offices		98	Y
Public Safety	Fingerprinting		5	N
Public Safety	Fire Stations		418	N
Public Safety	Jails & Prisons		13	N

Public Safety	Legal Services and Counseling		208	N
Public Safety	Parole and Offender Assistance		43	N
Public Safety	Probation Camps/Juvenile Halls		29	N
Public Safety	Probation Offices		36	N
Public Safety	Public Defender		38	N
Public Safety	Red Cross Offices		24	N
Public Safety	Self-Help Legal Centers		11	N
Public Safety	Sheriff & Police	FBI Field Offices	6	Y
Public Safety	Sheriff & Police		120	N
Social Services	Adoption		34	N
Social Services	Child Care		252	N
Social Services	Child Support Services		8	N
Social Services	Children & Family Services		651	N
Social Services	Clothing		91	N
Social Services	Disability Support Services		207	N
Social Services	Domestic Violence Services		162	N
Social Services	Donation Services		197	N
Social Services	Food Banks		342	N
Social Services	Homeless Shelters & Services		192	N
Social Services	Housing Assistance and Information		245	N
Social Services	Immigration		79	N
Social Services	Job Training		410	N
Social Services	Payment Assistance		62	N
Social Services	Public Housing		106	N
Social Services	Public Information Services		181	N
Social Services	Senior Services		295	N
Social Services	Support Groups		243	N
Social Services	Thrift Shops		86	N
Social Services	Transportation Assistance		104	N
Social Services	Unemployment Insurance Offices		25	N
Social Services	Veterans Services		46	N
Social Services	Welfare Offices and Programs		116	N
Transportation	Airports	Air Traffic Control Centers (ARTCC)	1	Y
Transportation	Airports	Seaplane Base	1	N
Transportation	Airports		28	N
Transportation	Amtrak Stations		19	N
Transportation	Anchorages		94	Y
Transportation	Automatic Traffic Counters		11	N
Transportation	Breakwaters		5	N
Transportation	Bridges		6,523	N
Transportation	Energy	BioDiesel Fueling Stations	5	N
Transportation	Energy	Compressed Natural Gas Fueling Stations	26	N
Transportation	Energy	Electricity Fueling Stations	128	N
Transportation	Energy	Hydrogen Fueling Stations	16	N
Transportation	Energy	Liquid Petroleum Gas Fueling Stations	44	N
Transportation	Energy	Liquified Natural Gas	4	N

		Fueling Stations		
Transportation	Energy	Propane Stations	536	N
Transportation	Ferries		8	N
Transportation	Freeway Exits		522	N
Transportation	Funiculars		1	N
Transportation	Heliports		200	N
Transportation	Intermodal Terminal Facilities	Air	11	N
Transportation	Intermodal Terminal Facilities	Port	2	N
Transportation	Intermodal Terminal Facilities	Rail	41	N
Transportation	Intermodal Terminal Facilities	Truck	7	N
Transportation	Transit Systems		13	N
Transportation	Tunnels		9	N

Location Management System

Instruction Manual

Section 1: Contributor

This section is for users who provide comments and suggestions for changes and additions to the Location Management System. As a contributor, you do not own location content and are not responsible for ensuring that it is accurate, but your comments are critical for letting location owners know that something is incorrect, or that a location is missing.

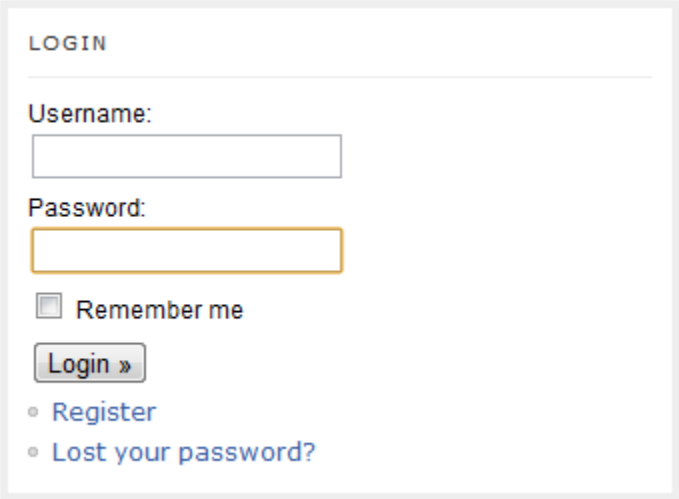
The Location Management System streamlines the communication between you and the owner of a location. Your comments will automatically be sent to the owners, and their responses will automatically be sent back to you (and other contributors to a location as well).

Your comments will help ensure that the locations in the database are kept up to date – you are very important!

Part 1: Registering/Logging in for the first time

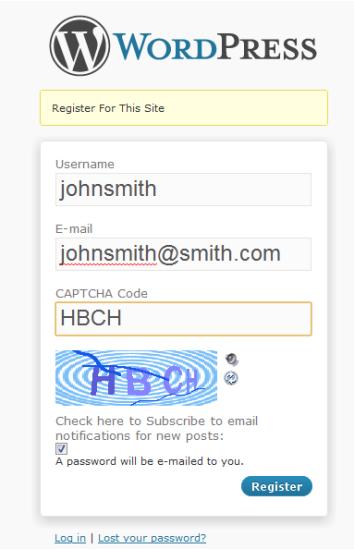
Note for County employees

The Location Management System (LMS) uses the County's Common Employee Directory to validate County employees and provide single sign-on capabilities. If your department provides this information to the Common Employee Directory, use your employee ID number and related password. Generally this is the same one that that you use for your internet connection.



If you are not part of the Common Employee Directory – don't worry – you can register separately.

Registration for non-County staff



If you are not a County employee, or are not in the Common Employee Directory, you can still make suggestions, but you will first need to register with the LMS.

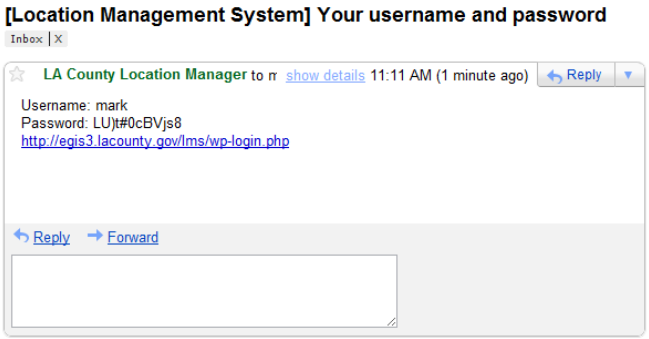
Step 1: Click the "Register" link.

A page will appear, where you can type in your username and your email address. A sample is shown to the left.

Step 2: Click "Register" button

A new page will note that your registration is complete.

Step 3: Confirm your email address

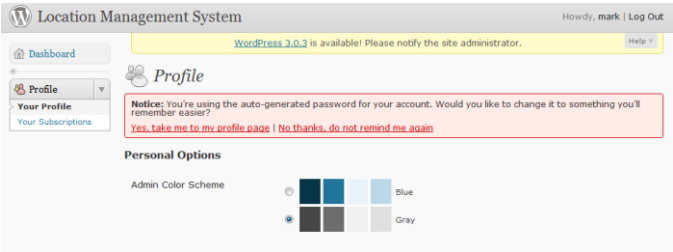


Once you click the "register" button, a password is emailed to you. This confirms that your email address is valid, and is the way the system will communicate changes to you.

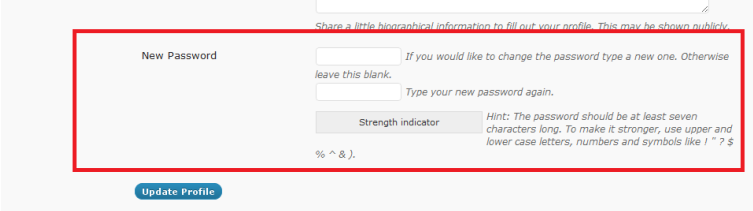
A sample email is shown to the left. Click on the link in the email, or type it in the browser.

You will be taken back to the login page, where you need to enter in your username and the supplied password.

Step 4: Change your password.

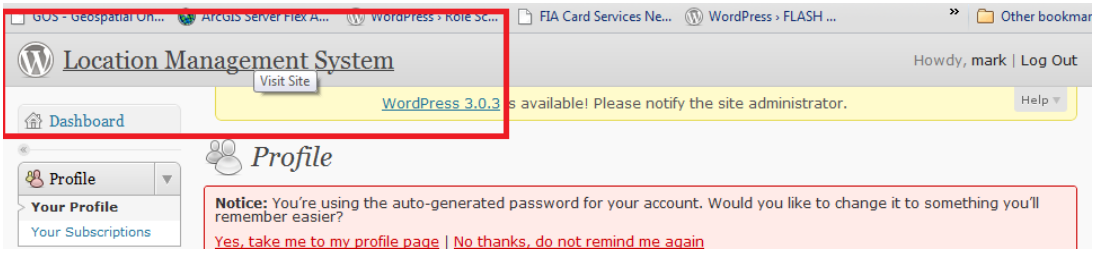


Once you have logged in, you will be shown your profile page. The "New Password" section is at the bottom of the page. Enter in your preferred password twice and click "Update Profile." Your new password is now set.



Step 5: Return to the Location Management System

To return to the home page you can click on the link at the top of the page.



Part 2: Suggesting Changes to existing Locations

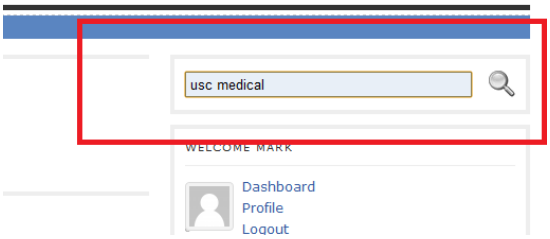
Suggesting changes are very easy in the Location Management System. Any comments/suggestions made in the comment section will automatically be sent to the owner of that location. They will review the comment and make changes as necessary.

If you are the real owner of a location, we invite you to take over the location, and become its owner! That is covered in Section 2.

Step 1: Search for a location

In general, a direct link from a map or other web application will most likely take you directly to the location you are interested in. But you can also search for locations within the system.

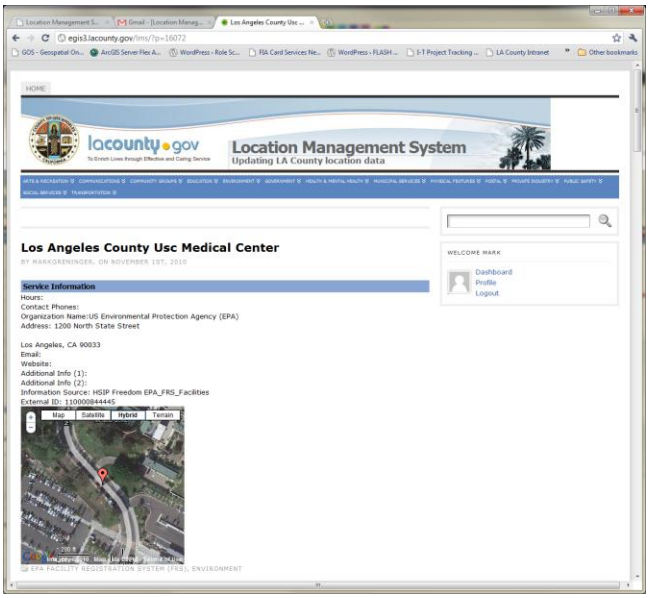
A search box is always available on the right side of the LMS application:



You can type in any search phrase. The application will return any matching locations.

Step 2: Open the details

The name of the location is a link to the detailed information about that location. A detailed view will include a map of the location:

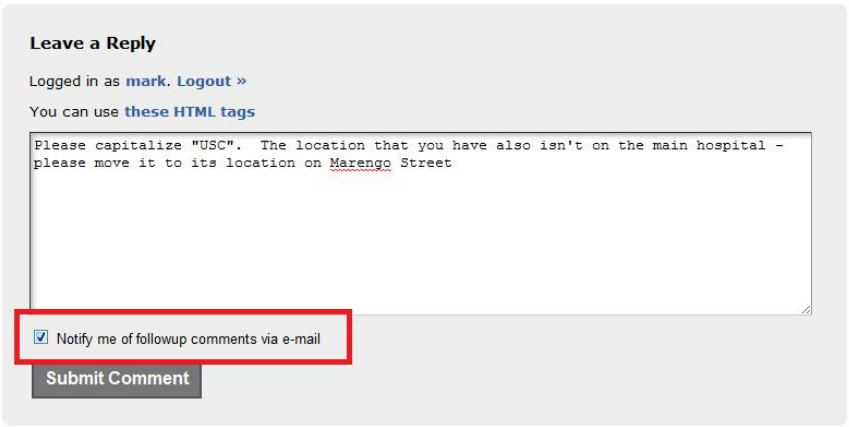


Step 3: Enter suggested changes

Below the map you will find a box where you can enter suggestions. The more detailed the suggestion the better. An example is below.

Make sure that the checkbox next to "Notify me of followup comments via e-mail" is checked. It will make it much easier for the owner of the location to communicate with you.

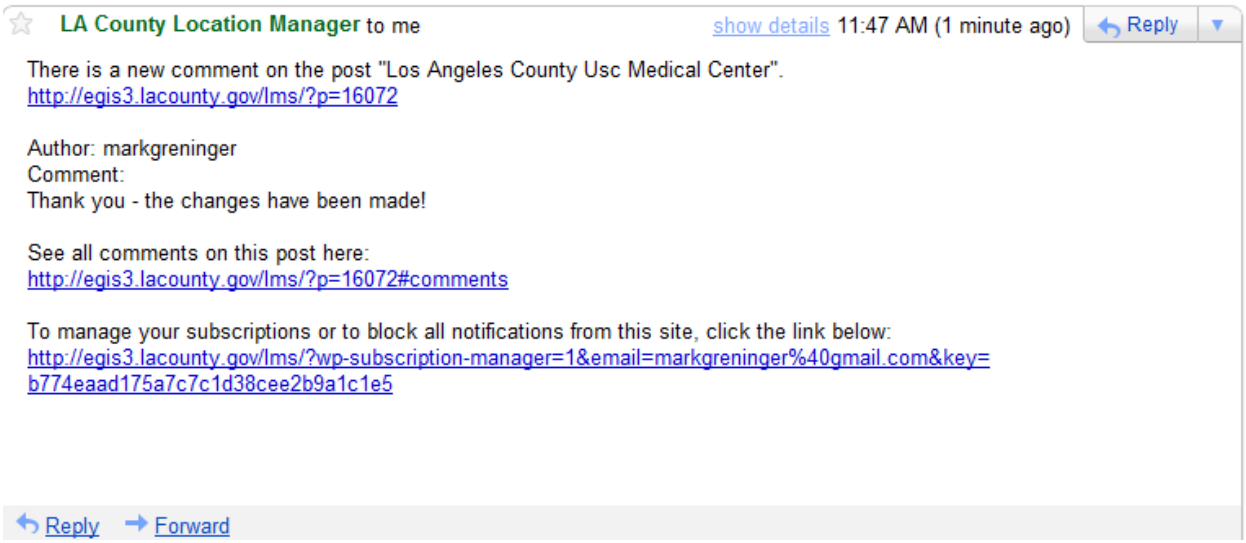
EPA FACILITY REGISTRATION SYSTEM (FRS), ENVIRONMENT



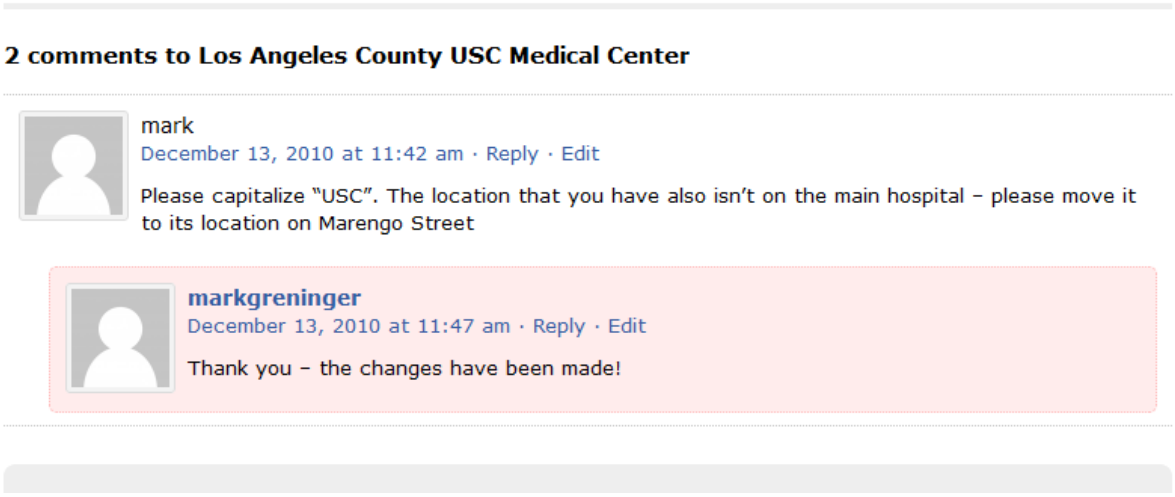
What happens after you enter a comment?

The owner of the information will receive an email notifying them of your comment:

Your email address is included, so they can respond directly to you if there are questions. In general, if there aren't any questions, the owner will comment directly back to you from the LMS editor. You will receive an email with their response.



The comments are also shown directly on the LMS page for the location:

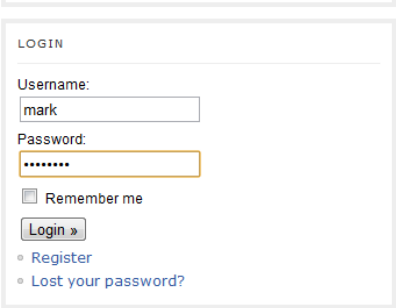


The power of subscribing to the comments is that if other users also comment on a location, you will be notified of their comments as well.

Part 3: Adding New Locations

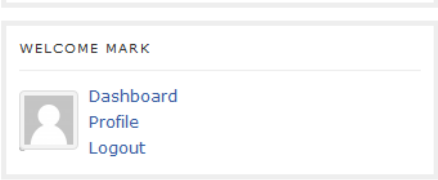
If you find that there is a missing location, the Location Management System will allow you to create a new location. It will be need to be reviewed and approved to ensure completeness and accuracy by an appropriate topic moderator before final publication.

Step 1: Login to the System



If you have completed the registration in Part One, please login using the login entry on the right side of the screen.

Enter your username and password, then click the “Login” button



You will see the login entry change to show your name.

Step 2: Go to the Dashboard

Click on the “Dashboard” link. A current bug means that you need to re-enter your username and password on the following screen:

We are working to resolve this.

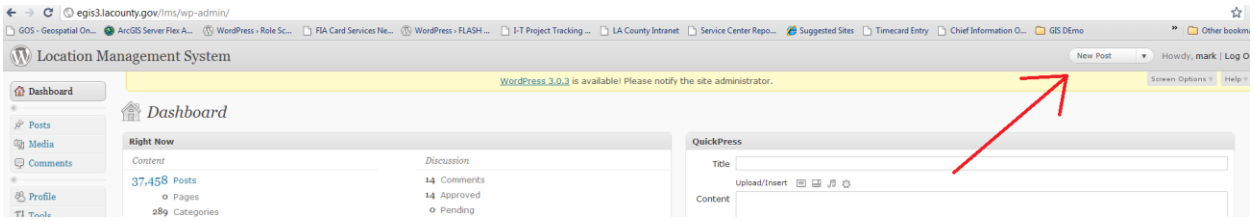
Please re-enter your username and password and click “Log In”.

You are taken to the dashboard for the application.

Step 3: Create a New Location (“Post”)

Because the engine for the Location Management System is a blog plagform called Wordpress, it defaults to considering new content posts. Each “post,” for our purposes, is a location.

To begin creating a new location/post, click the “New Post” link in the top bar:



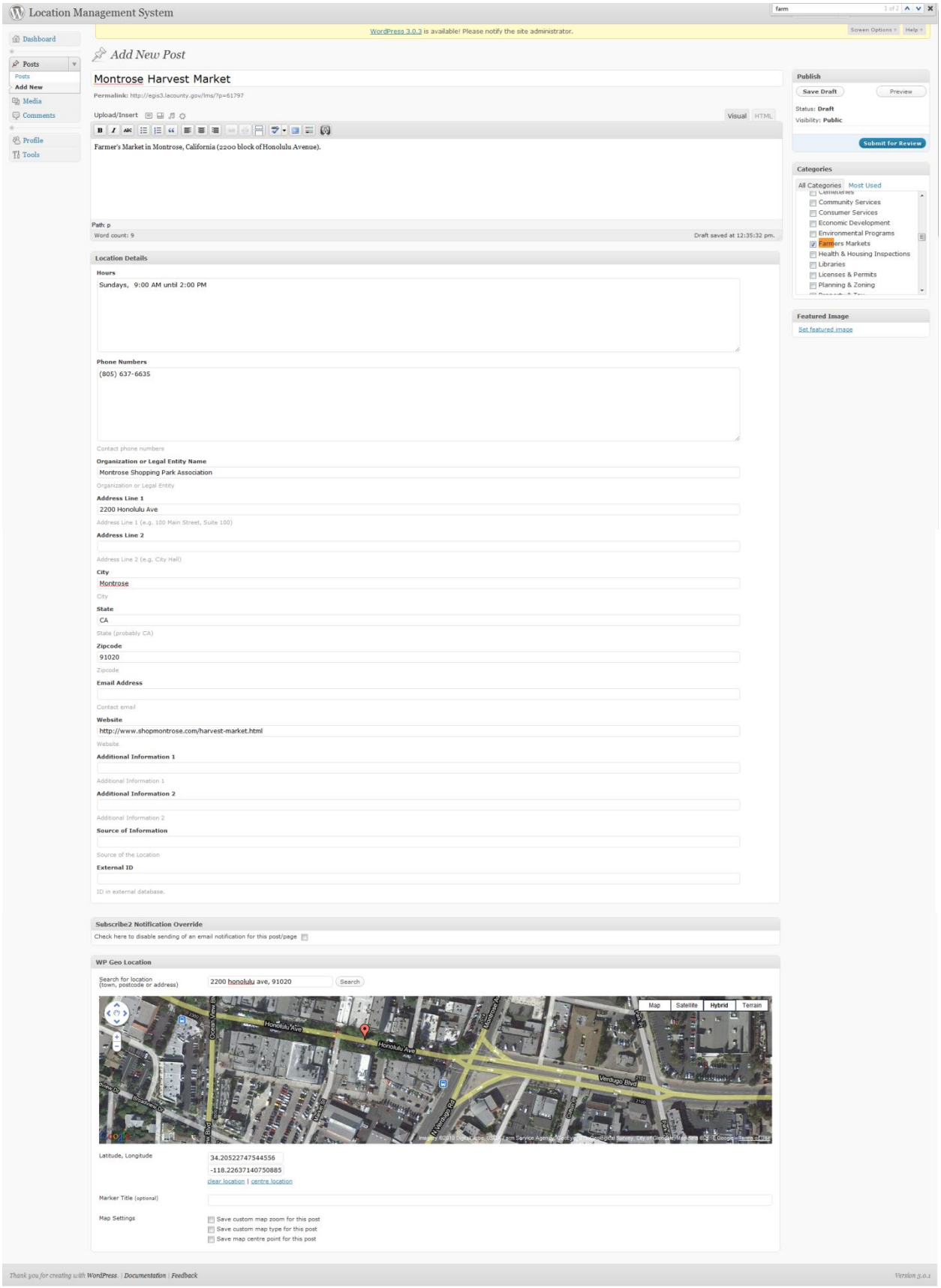
Step 4: Add Location Information

There are a number of locations to enter information. Most of them are fairly self-explanatory. Entries marked with a * are required.

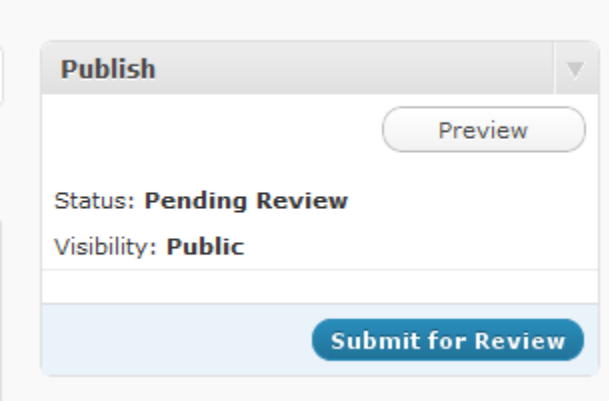
1) **Location Title*** – the name of the location.
2) **Location Description** – a text description of the location. You can enter any information that you feel is important to understanding the services provided at this location or description of the location.
3) **Location Details** – Various standard pieces of information, including hours, phone numbers, address, and contact information
4) **WP Geo Location*** – this is the real latitude/longitude of this location, which is how this location will actually get on a map (as opposed to the address). Type in an address or point of interest, and click "Search." If the location isn't correct, you can click and drag the icon to its proper location.
5) **Category*** - The category or categories that describe the location.

A sample entry is shown on the next page for the Montrose Harvest Market. Here are the defaults:

1) Montrose Harvest Market
2) Some text about the market
3) I have added the hours (Sunday mornings), phone numbers, and the address. I found the website online and added that.
4) For the location, I typed in 2200 Honolulu Ave, 91020, and then moved the location icon to the middle of the block.
5) I selected "Farmers Market" for the category.


Location Management System
WordPress 3.0.3 is available! Please notify the site administrator.
Dashboard
Posts
Add New
Media
Comments
Profile
Tools
Add New Post
Montrose Harvest Market
Permalink: http://egis3.lacounty.gov/lms/?p=61797
Upload/Insert
Visual
HTML
Farmer's Market in Montrose, California (2200 block of Honolulu Avenue).
Path: p
Word count: 9
Draft saved at 12:35:32 pm.
Publish
Save Draft
Preview
Status: Draft
Visibility: Public
Submit for Review
Categories
All Categories
Most Used
Community Services
Consumer Services
Economic Development
Environmental Programs
Farmers Markets
Health & Housing Inspections
Libraries
Licenses & Permits
Planning & Zoning
Featured Image
Set featured image
Location Details
Hours
Sundays, 9:00 AM until 2:00 PM
Phone Numbers
(805) 637-6635
Contact phone numbers
Organization or Legal Entity Name
Montrose Shopping Park Association
Organization or Legal Entity
Address Line 1
2200 Honolulu Ave
Address Line 1 (e.g. 100 Main Street, Suite 100)
Address Line 2
Address Line 2 (e.g. City Hall)
City
Montrose
City
State
CA
State (probably CA)
Zipcode
91020
Zipcode
Email Address
Contact email
Website
http://www.shopmontrose.com/harvest-market.html
Website
Additional Information 1
Additional Information 1
Additional Information 2
Additional Information 2
Source of Information
Source of the Location
External ID
ID in external database.
Subscribe2 Notification Override
Check here to disable sending of an email notification for this post/page
WP Geo Location
Search for location (town, postcode or address)
2200 honolulu ave, 91020
Search
Map
Satellite
Hybrid
Terrain
Honolulu Ave
Verdugo Blvd
Latitude, Longitude
34.20522747544556
-118.22637140750885
clear location | centre location
Marker Title (optional)
Map Settings
Save custom map zoom for this post
Save custom map type for this post
Save map centre point for this post
Thank you for creating with WordPress. | Documentation | Feedback
Version 3.0.1

Step 5: Submit for Review



When you have finished creating your draft, click on “Submit for Review” which is at the top right of the entry area.

An email will be sent to the appropriate category owner who will review the entry and either approve it or let you know if there are any issues.

Section 2: Location Owners

The County is looking for location owners! The more we can share the responsibility for keeping locations up to date, the better our information will be!

Location owners are responsible for keeping one or more locations up to date. You will receive comments and suggestions from other users of the system, review those comments and respond to them, and keep the information about your locations up to date. Your work helps to make the Location database a valuable resource for County staff and all of the users of the data.

As a location owner, you have the ability to do the following:

1) Create new locations.
2) Update existing locations.

You have responsibilities too! These are:

1) Keep your locations up to date.
2) Respond to comments and suggestions, and in a professional manner (please ☺).

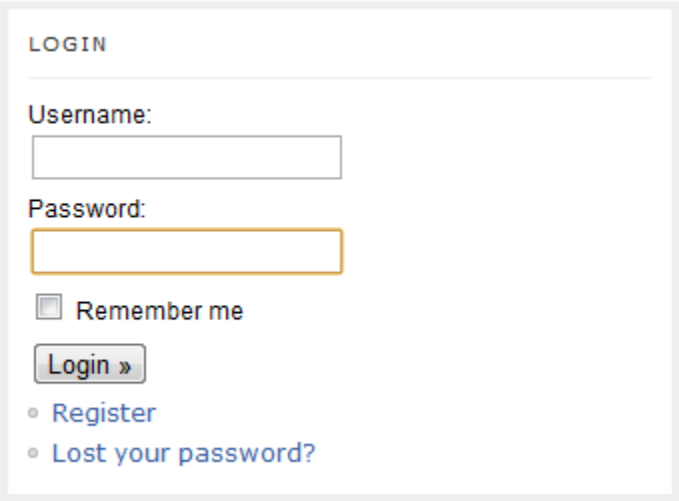
To become the owner of one or more locations, please contact the County's GIS team (or the Geographic Information Officer):

Mark Greninger
mgreninger@cio.lacounty.gov

Part 1: Registering/Logging in for the first time

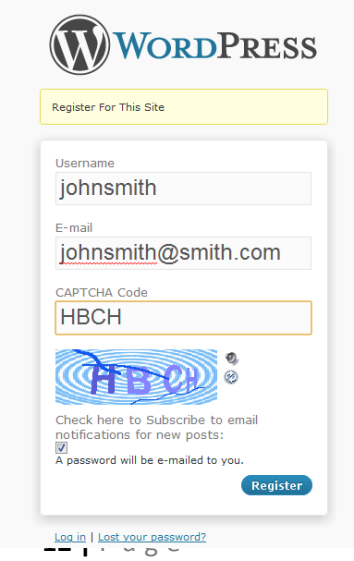
Note for County employees

The Location Management System (LMS) uses the County's Common Employee Directory to validate County employees and provide single sign-on capabilities. If your department provides this information to the Common Employee Directory, use your employee ID number and related password. Generally this is the same one that that you use for your internet connection.



If you are not part of the Common Employee Directory – don't worry – you can register separately.

Registration for non-County staff



If you are not a County employee, or are not in the Common Employee Directory, you can still make suggestions, but you will first need to register with the LMS.

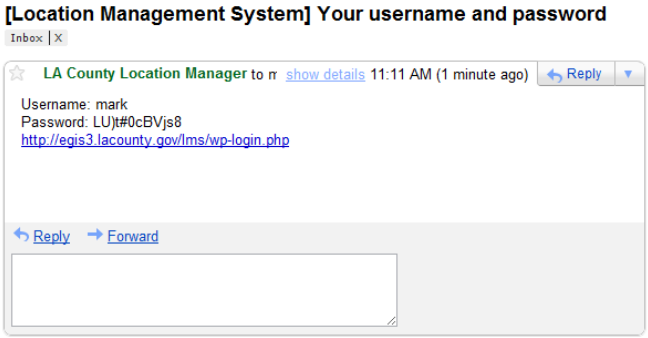
Step 1: Click the "Register" link.

A page will appear, where you can type in your username and your email address. A sample is shown to the left.

Step 2: Click "Register" button

A new page will note that your registration is complete.

Step 3: Confirm your email address

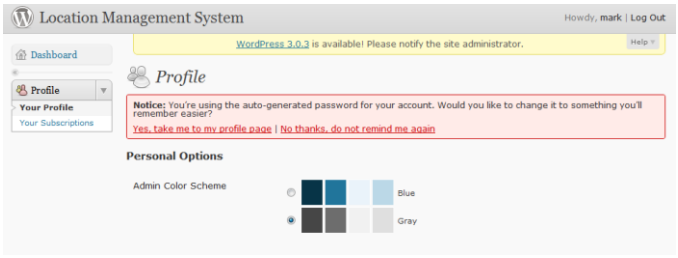


Once you click the "register" button, a password is emailed to you. This confirms that your email address is valid, and is the way the system will communicate changes to you.

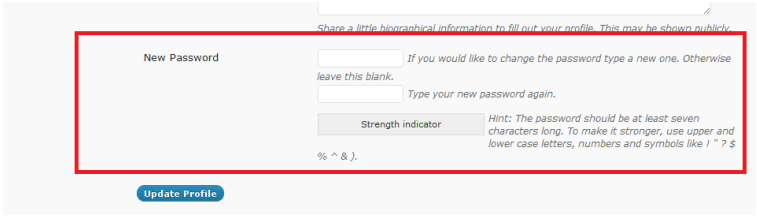
A sample email is shown to the left. Click on the link in the email, or type it in the browser.

You will be taken back to the login page, where you need to enter in your username and the supplied password.

Step 4: Change your password.

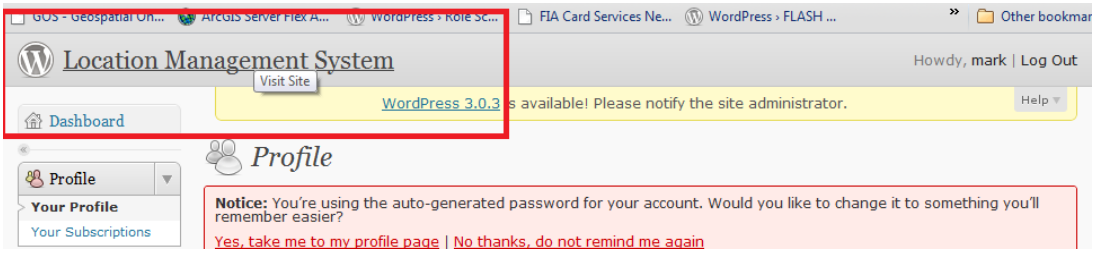


Once you have logged in, you will be shown your profile page. The "New Password" section is at the bottom of the page. Enter in your preferred password twice and click "Update Profile." Your new password is now set.



Step 5: Return to the Location Management System

To return to the home page you can click on the link at the top of the page.



Part 2: Have locations assigned to you, and become an owner.

Please contact the County's enterprise GIS Group. Once you have registered, they will give you the additional rights by making you a location owner. You can let them know which locations you will be responsible for. You may take responsibility for:

1) A location category (Farmer's Markets).
2) Locations in a specific area (All locations in the City of San Marino).
3) Locations in an area in a specific category (All Parks in the City of Los Angeles).

The system administrators will work with you to find the relevant locations and assign them to you.

Now it's on to the fun part:

1) Suggesting changes to other locations.
2) Updating your locations.
3) Adding new locations.
4) Responding to comments on your locations.

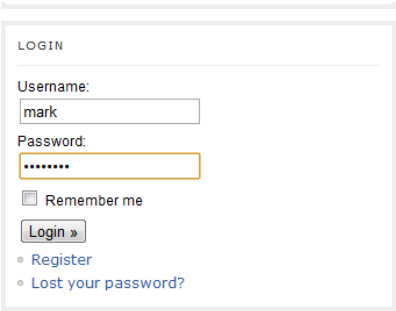
Part 3: Suggesting Changes to existing Locations (not yours)

As a location owner, you can only update information on locations that you own. You can still suggest changes to any other location as if you were a contributer.

Part 4: Updating your locations

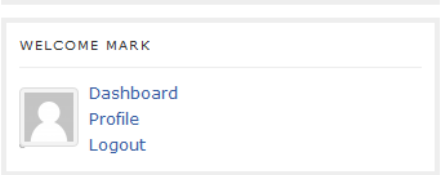
Updating your locations is surprisingly easy.

Step 1: Login to the System



Login using the login entry on the right side of the screen.

Enter your username and password, then click the "Login" button

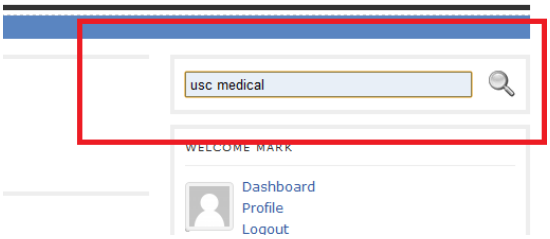


You will see the login entry change to show your name.

Step 2: Find your location(s)

As discussed in the section for contributors, a direct link from a map or other web application will most likely take you directly to the location you are interested in. But you can also search for locations within the system.

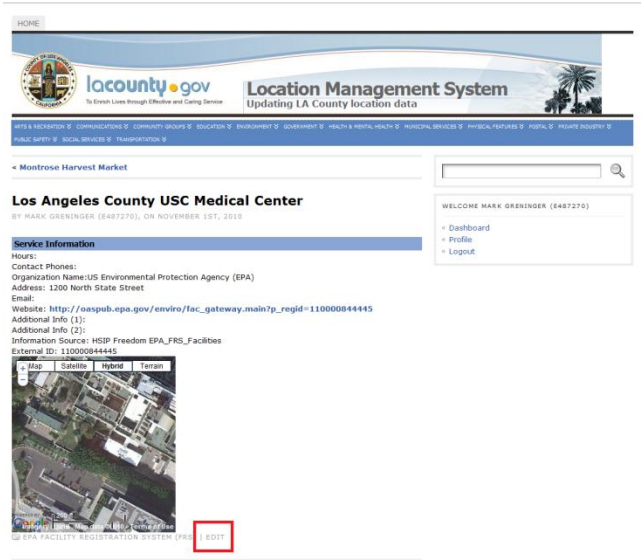
A search box is always available on the right side of the LMS application:



You can type in any search phrase. The application will list any matching locations.

Step 3: Open the details

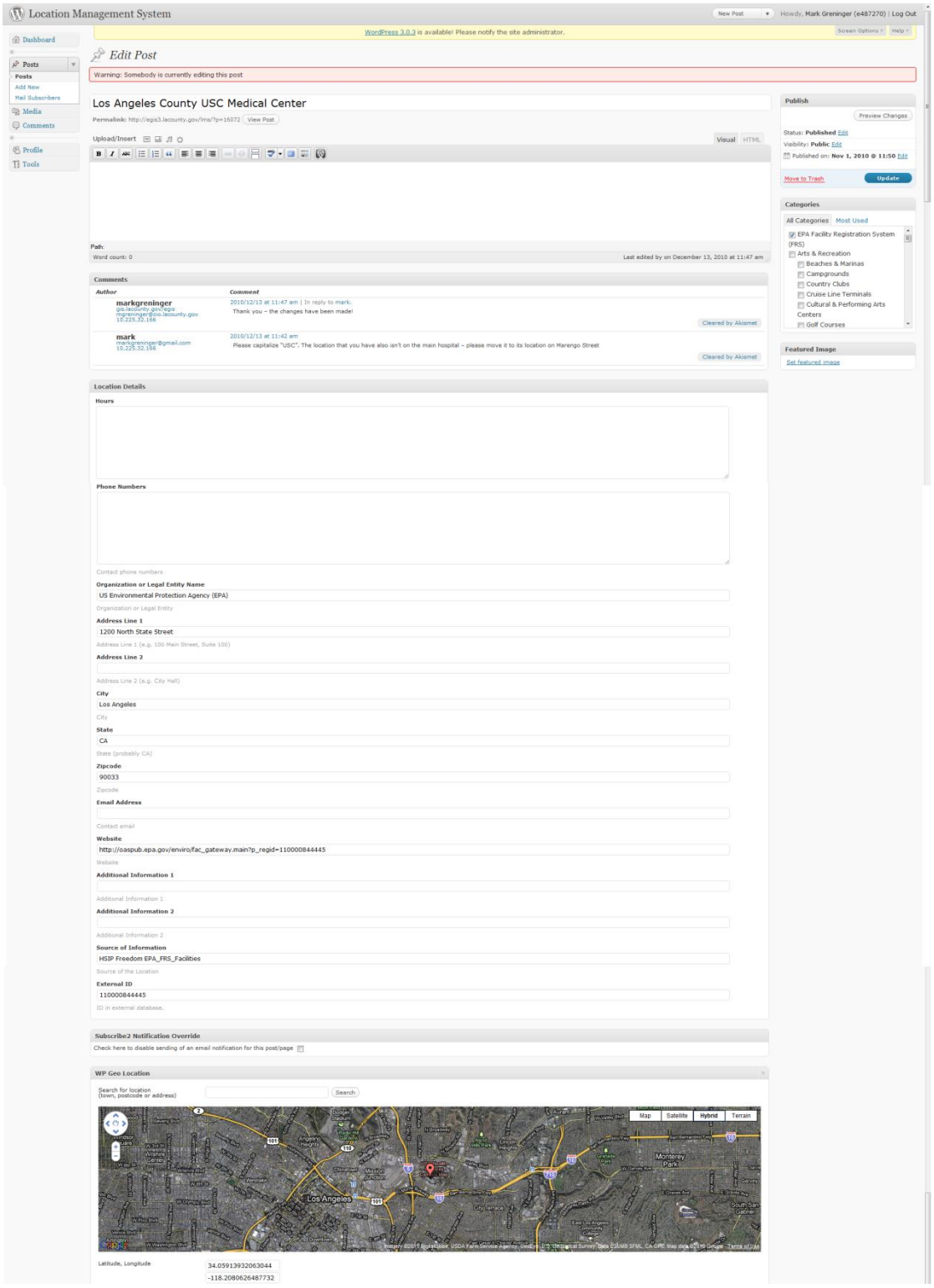
The name of the location is a link to the detailed information about that location. As in Section 1, the detailed view will include a map of the location, ***with a major difference***:



You will now see an "Edit" link at the bottom of the detailed information. Seeing this link will let you know that you "own" this location. Congratulations ☺

Step 4: Click the "Edit" Link

The edit link will take you to the editor, where you can update the information about this location. The next page shows this page.


Location Management System
Edit Post
Los Angeles County USC Medical Center
Publish
Categories
Featured Image
Comments
Location Details
Hours
Phone Numbers
Organization or Legal Entity Name
US Environmental Protection Agency (EPA)
Address Line 1
1200 North State Street
Address Line 2
City
Los Angeles
State
CA
Zipcode
90033
Email Address
Website
http://oaspub.epa.gov/enviro/fac_gateway.main?p_regid=110000844445
Additional Information 1
Additional Information 2
Source of Information
HSIP Freedom EPA_FRS_Facilities
External ID
110000844445
Subscribe2 Notification Override
WP Geo Location
Search for location (town, postcode or address)
Latitude, Longitude
34.0591393063044
-118.2080626487732

Step 5: Update Location Information

Where necessary, update the information to ensure its accuracy. Entries marked with a * are required.

1) **Location Title*** – the name of the location.
2) **Location Description** – a text description of the location. You can enter any information that you feel is important to understanding the services provided at this location or description of the location.
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5) **Category*** - The category or categories that describe the location. Locations can one or more categories as appropriate.

You can click on "Preview Changes" if you want to see the changes before you publish.

Step 6: Publish Update

The major difference between this page and the page seen by a contributor is the change in publication type - from "Submit for Review" to "Update."

As soon as you click "Update" – the update is published! Remember – you are the owner, so you choose!

Figure 1 - Contributor "Submits for Review"

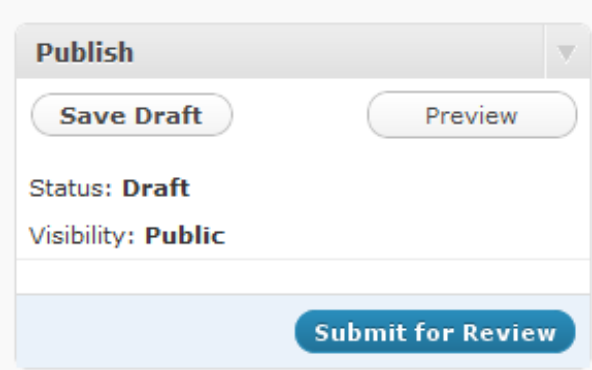
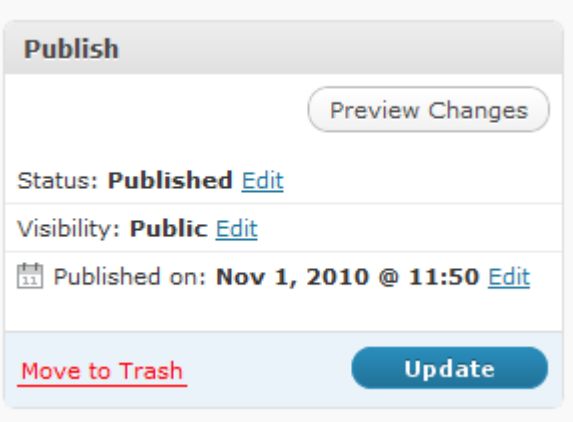


Figure 2 - Owner "Updates"

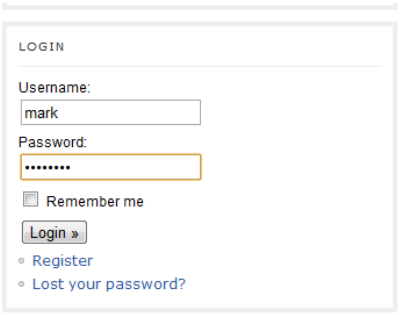


Part 5: Adding New Locations

If you find that there is a missing location, the Location Management System will allow you to create a new location. As a location owner, you can go right to publishing – no need to review.

The instructions below are identical to the instructions for a contributor, except that you can publish directly – no need to "submit for review."

Step 1: Login to the System



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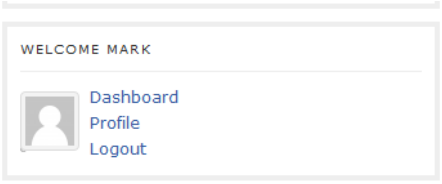
Enter your username and password, then click the "Login" button



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Click on the "Dashboard" link. A current bug means that you need to re-enter your username and password on the following screen:

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You are taken to the dashboard for the application.

Step 3: Create a New Location ("Post")

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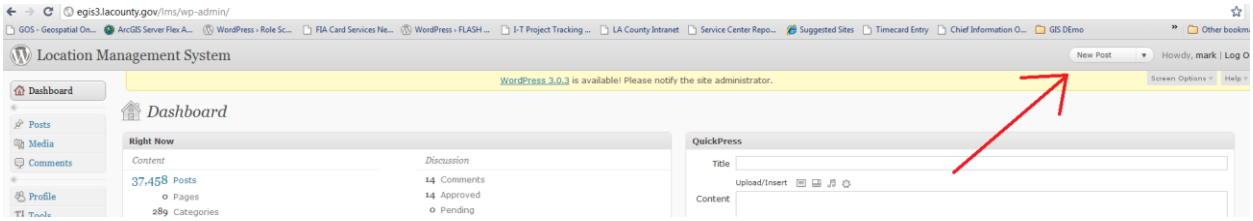

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7) **Location Description** – a text description of the location. You can enter any information that you feel is important to understanding the services provided at this location or description of the location.
8) **Location Details** – Various standard pieces of information, including hours, phone numbers, address, and contact information
9) **WP Geo Location*** – this is the real latitude/longitude of this location, which is how this location will actually get on a map (as opposed to the address). Type in an address or point of interest, and click "Search." If the location isn't correct, you can click and drag the icon to its proper location.
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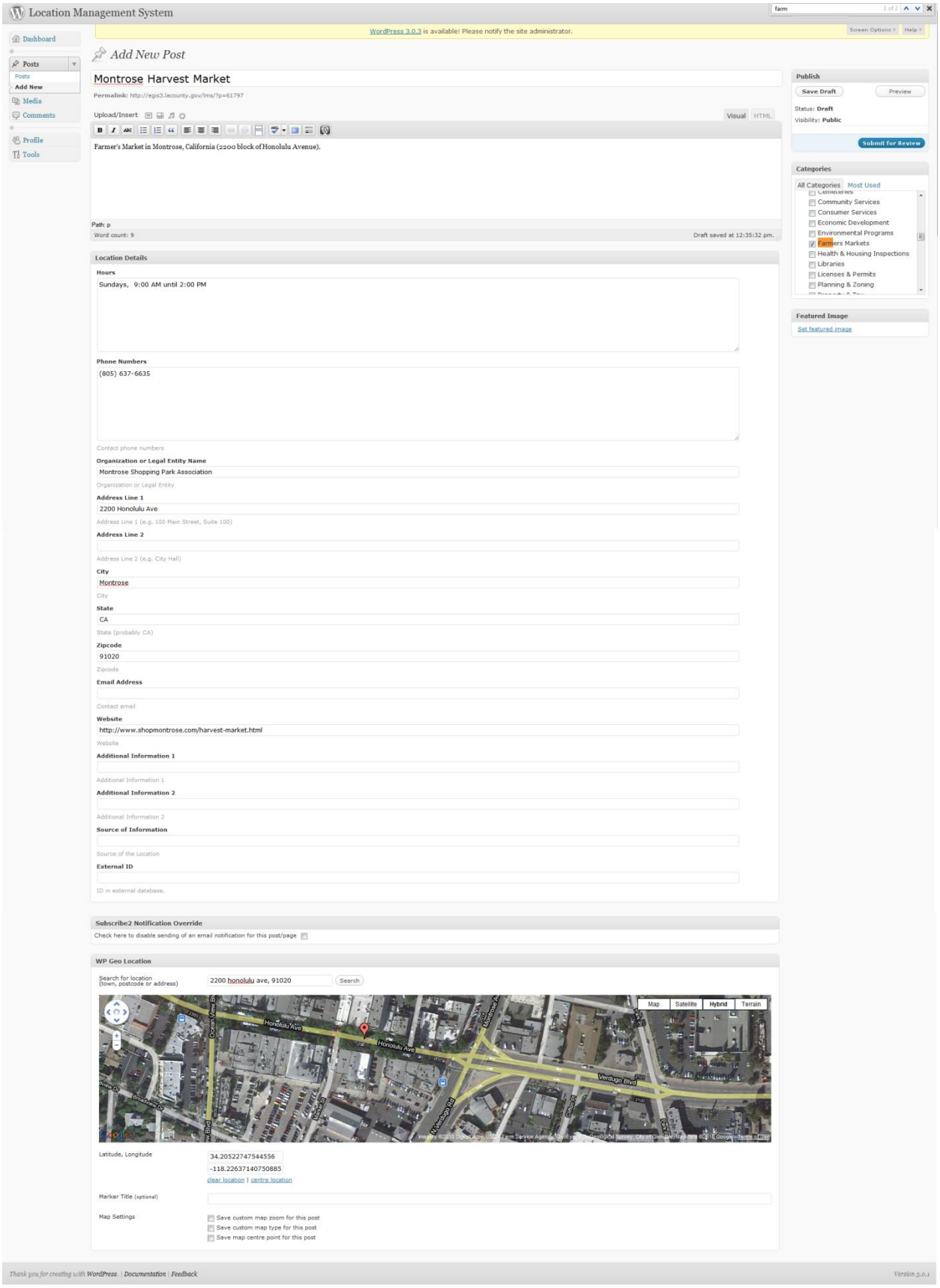
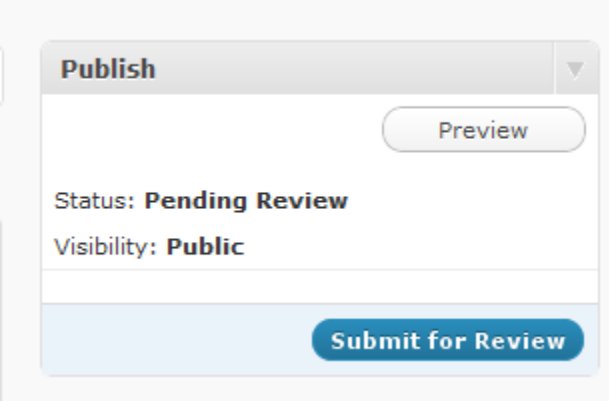

Location Management System
Dashboard
Posts
Add New
Media
Comments
Profile
Tools
WordPress 3.0.3 is available! Please notify the site administrator.
Add New Post
Montrose Harvest Market
Permalink: http://egis3.lacounty.gov/lms/?p=61797
Upload/Insert
Visual
HTML
Farmer's Market in Montrose, California (2200 block of Honolulu Avenue).
Path: p
Word count: 9
Draft saved at 12:35:32 pm.
Publish
Save Draft
Preview
Status: Draft
Visibility: Public
Submit for Review
Categories
All Categories
Most Used
Community Services
Consumer Services
Economic Development
Environmental Programs
Farmers Markets
Health & Housing Inspections
Libraries
Licenses & Permits
Planning & Zoning
Featured Image
Set featured image
Location Details
Hours
Sundays, 9:00 AM until 2:00 PM
Phone Numbers
(805) 637-6635
Contact phone numbers
Organization or Legal Entity Name
Montrose Shopping Park Association
Organization or Legal Entity
Address Line 1
2200 Honolulu Ave
Address Line 1 (e.g. 100 Main Street, Suite 100)
Address Line 2
Address Line 2 (e.g. City Hall)
City
Montrose
City
State
CA
State (probably CA)
Zipcode
91020
Zipcode
Email Address
Contact email
Website
http://www.shopmontrose.com/harvest-market.html
Website
Additional Information 1
Additional Information 1
Additional Information 2
Additional Information 2
Source of Information
Source of the Location
External ID
ID in external database.
Subscribe2 Notification Override
Check here to disable sending of an email notification for this post/page
WP Geo Location
Search for location (town, postcode or address)
2200 honolulu ave, 91020
Search
Map
Satellite
Hybrid
Terrain
Honolulu Ave
Verdugo Blvd
Latitude, Longitude
34.20522747544556
-118.22637140750885
clear location | centre location
Marker Title (optional)
Map Settings
Save custom map zoom for this post
Save custom map type for this post
Save map centre point for this post
Thank you for creating with WordPress. | Documentation | Feedback
Version 3.0.1

Step 5: Submit for Review



When you have finished creating your draft, click on “Submit for Review” which is at the top right of the entry area.

An email will be sent to the appropriate category owner who will review the entry and either approve it or let you know if there are any issues.

Part 5: Responding to comments/suggestions

From time to time, you may receive comments about your locations. These are suggestions from contributors that may have new or updated information about one or more of your locations.

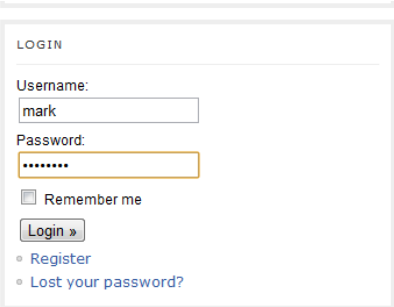
Step 1: The email

Comments will arrive in your email inbox, and contain some information about the user who submitted the comment, the text of the comment, and a couple of links to move you to the next phase. Here are the important parts of the email:

1) The name and email address of the person who made the comment.
2) The comment – here it is "Test comment"
3) Links to immediately assign the comment to the trash or to spam.
4) Link to access the page in the Location Management System

If you feel the comment is appropriate, click on the link to move to updating the entry.

Step 2: Log in to the Location Management System



Enter your username and password on the right side of the screen.

Step 3: Go to the Location Editor page

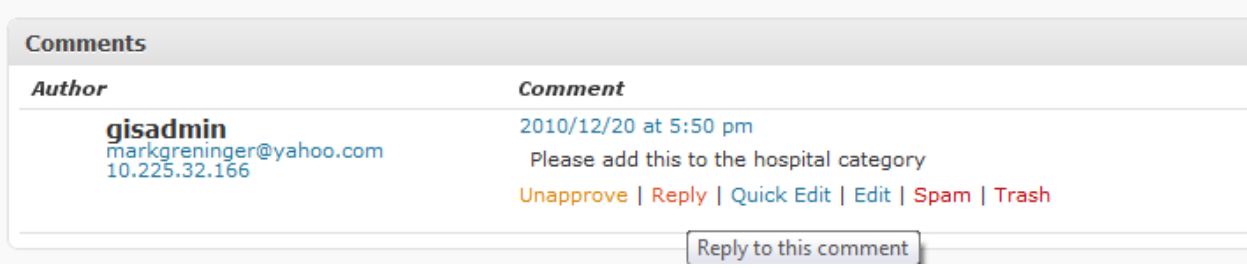
Click on the "Edit" link under the map to go to the editor. You will see the same page you saw when you were updating a site.

Step 4: Reply to the comment

Location owners have a section called "Comments" where they can see and respond to comments. If you hover your mouse over the comment, you will see a number of options appear:

- Unapprove – if you feel the comment was not appropriate, you can unapprove it.
- Reply – Reply to the comment (more below)
- Quick edit – edit the comment
- Spam – this was spam
- Trash – put the comment in the trash.

Unless you have some issues with the comment, click on "Reply" to reply to the comment.



A new box will open, where you can type your reply.

Type in your reply, the click the "Submit Reply" button.

Your response will be posted on the details page for the location, and be sent back to the original commenter.

Step 5: Update the location

Go ahead and update the location information as discussed in Part 4: Updating Locations. When you are done, click the "Update" button. Done!